

From: Brown, Brandon
Sent: Monday, November 24, 2014 3:27 PM
To: Brown, Brandon
Cc: Hines, Kristin M.; Gantzer, Jacquelyn
Subject: Action Required: Data Access & School-specific Goal Data
Importance: High

School Leaders,

I hope this finds you well.

As you know, our team has been working hard to eliminate as many of our reporting requirements as possible. We are excited to let you know that we finally have a solution, and you will no longer be required to submit state reports as part of the Master Calendar of Reporting Requirements!

In order to do this, we need you to do a few things to ensure we still have access to this vital information for your accountability reports:

- Grant Kristin and Jackie access to your school and corporation on Learning Connection as a "School Data Manager."
 - Kristin and Jackie have requested access
 - Accept/approve access
 - Assign "School Data Manager" role to Kristin and Jackie
- Create an STN Application Center user for OEI Compliance:
 - Create an OEI Compliance user for the e-mail address assigned to your school in the attached document.
 - Do not copy and paste the email address above; please type in the email address yourself, as the system is very sensitive to extra spaces, etc.
- Update your Acuity role permissions using these instructions.
 - On the Acuity home screen, go to the "Admin" tab.
 - Select "Management".
 - Select "Permissions".
 - In the "Select Role" option, choose "Observer".
 - Click "Display Permissions" and click the checkbox beside "View all readiness reports" to ensure it has a checkmark.
 - Scroll to the bottom and select "Save Permissions".

Finally, we are in the midst of creating your accountability reports for the 2013-14 school year, and we need your school-specific goal data. **In order to receive an accurate rating on this indicator in the performance framework, you must submit your data by Friday, December 5.** If you do not submit your data, your school will receive a "Does Not Meet Standard" on Indicator 1.7.

If you have any questions about the requests above, or how to complete them, please do not hesitate to reach out directly to [Jackie](#) or [Kristin](#).

Best,
Brandon